

SECRET

20 February 1970

MEMORANDUM FOR: Chief, Technical Services and Support Group

SUBJECT : 5-Year Retirement Letters

1. Attached to this memorandum are notifications to certain employees in your group regarding their scheduled retirement dates and the retirement planning services which the Agency offers. A list of these employees has been included for your information.
2. It is requested that you or a member of your staff present the memorandum to each employee in order to emphasize the importance of advanced retirement planning. For record purposes, we are asking that each employee be requested to sign and date the carbon copy and return it to the Personnel Branch for filing.
3. If the employee wishes further information, he should be referred to the Personnel Branch.

[Redacted Signature]

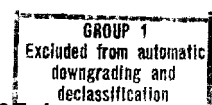
Chief, Personnel Branch

25X1

Attachment: a/s

Declass Review by NIMA/DOD

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20 February 1970

MEMORANDUM FOR: Chief, Production Services Group
SUBJECT : 5-Year Retirement Letters

1. Attached to this memorandum are notifications to certain employees in your group regarding their scheduled retirement dates and the retirement planning services which the Agency offers. A list of these employees has been included for your information.

2. It is requested that you or a member of your staff present the memorandum to each employee in order to emphasize the importance of advanced retirement planning. For record purposes, we are asking that each employee be requested to sign and date the carbon copy and return it to the Personnel Branch for filing.

3. If the employee wishes further information, he should be referred to the Personnel Branch.


Chief, Personnel Branch

25X1

Attachment: a/s

GROUP 1
Excluded from automatic
downgrading and
declassification

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